



CITY OF HOUSTON

Job Posting

|                             |                                    |
|-----------------------------|------------------------------------|
| Applications accepted from: | ALL PERSONS INTERESTED             |
| Job Classification          | FINANCIAL ANALYST III              |
| Posting Number              | PN# 112143                         |
| Department                  | Health & Human Services Department |
| Division                    | Director's Office Division         |
| Section                     | Bureau of Quality Assurance        |
| Reporting Location          | 8000 N. Stadium Dr.                |
| Workdays & Hours            | M - F, 8 a.m. - 5 p.m.*            |
| *Subject to change          |                                    |

**DESCRIPTION OF DUTIES**

Assists in coordinating the development, review and implementation of financial policies, programs, techniques and analyses. Assists with both auditing of contracts and grants and will assist in Quality Assurance activities such program performance evaluations, grant and contract deliverable reviews.

**CORE FUNCTIONS**

- Provides technical assistance and acts as liaison to Bureau sub-contractors to address inquiries, complaints, or problem areas.
- Coordinates, monitors, and reviews grants and contracts.
- Compiles and interprets statistical data regarding financial budgets, expenditures and reviews performance.
- Assists in preparing, reviewing, and interpreting policies, procedures, ordinances, and regulation changes regarding federal, state, and local funding expenditures.
- Assists in doing process improvement reviews, determines viable solutions and works.

**WORKING CONDITIONS**

The position is physically comfortable; the individual has discretion about walking, standing, etc.

**MINIMUM EDUCATIONAL REQUIREMENTS**

Requires a Bachelor's degree in Finance, Accounting, Business Administration or a closely related field.

**MINIMUM EXPERIENCE REQUIREMENTS**

Four years of professional experience in finance, accounting or a closely related area are required. A Master's degree in Business Administration, Accounting or a closely related field may be substituted for two years of the above experience requirement.

**MINIMUM LICENSE REQUIREMENTS**

A valid Texas Driver License and compliance with City of Houston policy on driving (AP2-2).

**PREFERENCES**

Experience in fiscal analysis, auditing, monitoring and working with federal accounting cost principles. Experience working with Quality Assurance programs a plus.

**SELECTION/SKILLS TESTS REQUIRED**

None

**SAFETY IMPACT POSITION**

☒ Yes ☐ No

This position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

**SALARY INFORMATION**

**GENERAL FUND POSITION**

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range is:

**Salary Range - Pay Grade 21**  
\$1,211 - \$2,257 Biweekly      \$31,486 - \$58,682 Annually

**OPENING DATE**

July 26, 2006

**CLOSING DATE**

Open Until Filled

**APPLICATION PROCEDURES**

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1<sup>st</sup> floor. **Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 794-9142. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

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